

RECRUITMENT TEMPORARY EMPLOYMENT

APPOINTMENTS UNDER THIS STUDENT TEMPORARY EMPLOYMENT PROGRAM (STEP)
AUTHORITY DO NOT INCUR FEDERAL SERVICE STATUS

APPLICANT SUPPLY FILE SYSTEM ANNOUNCEMENT

Subject to the provision of the DOD program for the stability of civilian employment

ANNOUNCEMENT #: ASF-2(05)

OPENING DATE: April 20, 2005

CLOSING DATE: April 20, 2005

POSITION: Laborer, WG-3502-01, \$10.89 PH (Step 1)

LOCATION: Marine Corps Logistics Command, Albany, Georgia

DUTIES OF THE POSITION: The incumbent(s) of the position(s) will perform simple manual tasks which require no training or experience. Passing of a physical examination is required, as this position involves light to moderate physical effort, and normally requires the use of simple tools.

QUALIFICATION REQUIREMENTS: Acceptance of applications for this announcement will be limited to all **United States citizen students** who are at least **16 years of age**, by the date of the appointment, and are currently pursuing any of the following educational programs: High School Diploma or General Equivalency Diploma (GED); Vocational/Technical Certificate; Associate Degree; Baccalaureate Degree; Graduate Degree; or Professional Degree.

WHERE TO APPLY: Applications must be received in Building 3010, Civilian Human Resources Office (CHRO), Marine Corps Logistics Command, Albany, Georgia 31704-0319, or postmarked on **April 20, 2005**. Because of the expected large volume of applications, CHRO will not acknowledge or return applications. Only those applicants who are selected for appointment will be notified.

Mailing address for filing application:

MARINE CORPS LOGISTICS COMMAND
Civilian Human Resources Office - SE
Staffing and Classification Advisory Division
814 Radford Boulevard STE 20319
Albany, Georgia 31704-0319

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FORMS REQUIRED:

1. Application for Student Temporary Employment Program (STEP).
2. **Verification of student status as listed below is REQUIRED and must be submitted with your application. Failure to submit all required forms will result in an ineligible rating and no further consideration will be given to your application.**
 - (a) If you will be returning to high school in the fall, you must provide a letter from the school counselor's office verifying your current status and intent to return in the fall. (Sample letter provided with application.)
 - (b) If you are a graduating high school student, you must provide a copy of your letter of acceptance or pre-registration to attend a post-secondary educational institution. (College, University, or Technical School)
 - (c) If you are currently attending a post-secondary education institution, you must provide a copy of your letter of acceptance or verification of pre-registration for the fall semester/quarter.
 - (d) If you are a male applicant born after 31 December 1959 and have attained 18 years of age, you must submit certification of Selective Service Registration Status.

***All qualified candidates will receive consideration for this position without regard to political or religious affiliation or non-affiliation; marital status; race; color; religion; sex; age; national origin; non-disqualifying physical or mental disability or any other non-merit factor.**

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